

# JOHN B. CONNALLY MIDDLE SCHOOL CAMPUS HANDBOOK

## JOHN B. CONNALLY MIDDLE SCHOOL ADMINISTRATION

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### Section A Campus Handbook 2023-2024

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# WELCOME

## JOHN B. CONNALLY

"The Education Governor of Texas" - John Connally believed that the most enduring way to address social problems was through education. He supported higher teacher salaries, better libraries, higher education research, and helped establish the University of Texas Institute of Texan Cultures in San Antonio. Mr. Connally was born February 27, 1917, in Floresville, Texas. During his sixth grade year, his family moved to San Antonio, Texas where John attended Harlandale High School and actively participated in debate and drama classes. To help finance his college education, Mr. Connally worked part time as a dishwasher and disc jockey. He earned a law degree from The University of Texas in Austin and married Idanell Brill (Nellie) on December 21, 1940. His mentor and longtime friend Lyndon B. Johnson was his best man.

After college, Connally served in the Navy and worked on General Eisenhower's staff where he helped plan the allied invasion of Italy in 1943. He was awarded the Bronze Star for bravery while serving as a fighter director on the USS Essex—enduring 52 consecutive hours of Japanese kamikaze attacks. Connally was appointed Secretary of the Navy by President Kennedy in 1961. He resigned that position to run for the Governor of Texas. John B. Connally was elected as the 38th Governor of Texas, a position in which he served for three terms from 1963 to 1969. While Governor, he rode in the front seat of the same car as President Kennedy when President Kennedy was assassinated in Dallas, Texas. One of the gunshots hit Governor Connally in his back; he survived his multiple wounds but never fully recovered. After serving his third term as Governor, Mr. Connally spent another decade in national politics as Secretary of the Treasury for President Nixon and as a Presidential Candidate in 1979. After his unsuccessful campaign for the presidency, he retired to his ranch in Floresville, where he died at the age of 76 after a long battle with pulmonary fibrosis—a condition caused by the gunshot wound he received during the Kennedy assassination.

## SCHOOL COLORS

NAVY AND SILVER

## SCHOOL MASCOT

COYOTES

## Mission, Vision and Core Beliefs

**Mission** - To inspire, empower and challenge every student, every day.

**Vision** - To educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative and compassionate members of society.

**Core Beliefs** - We are committed to: educating all students; helping all students see their potential; focusing on the social, mental, emotional, and physical aspects of a child's growth, and empowering our students.

## PEOPLE WHO CAN HELP YOU

### The Principal

The Principal is responsible to the Superintendent of NISD for proper administration of John B. Connally Middle School. It is his duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He will be glad to help you with any of your concerns.

### The Associate Principal/Assistant Principal

The Associate Principal and Assistant Principal work directly with the Principal in the administration and organization of the schools. They are in charge of attendance and handle the routine discipline problems. They also assist the principal in supervision of personnel, instruction, and the implementation of the campus and district goals and mission. The Associate Principal assumes the responsibility of the Principal in his absence.

Due to morning duties and responsibilities on campus, administrators are not available for conferences prior to 8:40 a.m. We strongly suggest that if you wish to speak to an administrator, or have a conference with them, that you call 210-397-1024 to schedule an appointment. If you are unable to reach an administrator directly by phone, please leave a message and a campus administrator will return your call within 24 hours or the next business day.

## **The Academic Dean**

The Academic Dean works directly with the Principal in the instructional processes of the school to improve student performance at Connally Middle School. She is in charge of all campus testing, both at the district and state level. She handles the day to day operations of the school that address academics and may assume the responsibility of the Principal in his absence. Conferences may be scheduled by calling 210-397-1016.

## **The Counselors**

All students are assigned a guidance counselor. The counselor will be happy to assist with problems concerning both school and personal life concerns. An appointment can be arranged with the secretary in the guidance office before and after school. Parents can refer their child by contacting the counseling office and students can refer themselves through the online referral system posted in every classroom, hallway, and restroom. If the counselor cannot see the student the same day, he/she may make an appointment for the next day. Conferences with students receive first consideration of the counselor's time. ***The function of the counselor is advisory, not disciplinary, and all information is confidential. However, counselors and staff are expected to inform authorities and parents about suicide information and law violations.***

## **The Nurse**

The school nurse is available to help at school with medical emergencies and will work closely with parents and physicians in administering prescribed medication. The clinic is located in the main hallway. Please notify the school nurse of any medical conditions that may be of concern. The school nurse is unable to administer over-the-counter medication to any child and can only administer prescriptions in their original container.

## **The Police Officer**

The Police Officer assists students when needed and helps maintain a safe environment. He helps supervise after school events and helps monitor traffic. The SAFE hotline number is 210-397-7233 or text safe@nisd.net.

# **GENERAL INFORMATION**

## **AFTER SCHOOL ACTIVITIES**

All school and U.I.L. rules apply to conduct and dress code for students who attend after-school activities. Written permission and/or an admission fee may be required for many events. Transportation to and from school is the responsibility of the parents for these activities; parents are expected to pick up their child immediately at the conclusion of each activity. Children should not have to wait longer than 15 minutes for parents to pick them up after a school event. If a parent or guardian does not pick up their child in a timely manner, the protocol and procedure set forth by NISD in the Crisis Handbook could be followed by the administrator or staff member if they deem it necessary. Students who are not picked up in a timely manner after a school event or school function could be denied the right to attend future after school functions for the remainder of the year. Students who exhibit inappropriate behaviors will be removed from the activity. Formal attire and/or limousine transportation are not appropriate for these events. Any clothing deemed inappropriate or suggestive is not permitted.

### **Circumstances that restrict students from attending after-school events are the following:**

- out of school suspension/in school suspension assigned for the day of the event
- other disciplinary actions that may warrant non-attendance of the event
- absence from school the day of the event
- repeated misconduct at after-school events
- assignment to an alternative educational campus
- withdrawal from Connally Middle School (athletic events may be permitted.)

## **ATTENDANCE PROCEDURES**

Following any absence, students should bring a dated note signed by the parent explaining the reason for the absence. If a doctor saw the student, a note should be obtained from the doctor explaining the absence. All doctors' notes should be sent to the school to substantiate absences. All notes should be turned into the attendance office within 5 days of the student's absence. Students should bring all notes to the attendance office between 7:55 and 8:40 a.m. A note for a student's absence may also be faxed to the attention of the Attendance Secretary to 210-257-1004 or can be emailed through the CONTACT SCHOOL link on the CONNALLY website. Please add your child's id number on the note to ensure that the absence is appropriately processed.

### **Tardies -**

**1st-** Warning

**2nd-** Teacher CALLS home (document in CMS)

**3rd-** Teacher CALLS home (documentation in CMS)

4th- Teacher sends Office Referral (admin issues consequences)

5th+ - Teacher sends Office Referral (Consequences issued by admin for each tardy after 4th until the end of the marking period)

### **BACKPACKS / BOOK BAGS**

Backpacks and/or book bags must be clear or mesh, may be used to carry books and supplies to and from school, and may be taken to classes during the school day. Rolling backpacks are only allowed if there is a documented medical need.

### **BREAKFAST AND LUNCH PROCEDURES**

All students will enter the cafeteria in an orderly manner. There are specific rules on how students sit in the cafeteria and the majority of the time students will be allowed to sit with their friends, as long as cafeteria rules are followed. Students must raise their hand for permission to leave their seat. Duty teachers will dismiss students and students may not leave the cafeteria before permission is granted. Students are required to keep their area clean. While in the cafeteria line, students are to only touch the food items they intend to buy.

Visitors must sign in and receive a visitor's pass before coming into the cafeteria. Parents may bring lunch to their children; **however, parents may not bring lunch for other students.** No celebrations are permitted in the cafeteria (e.g. birthdays). To ensure that other students do not feel uncomfortable or left out, parents who bring outside food and drinks should eat lunch with their children at a designated table in the cafeteria.

Breakfast/Lunch Money - Go to <https://www.nisd.net> to access your student's cafeteria account and add money as needed. We encourage parents to monitor their student's lunch account online to prevent any problems that deal with your child's purchases.

### **BUS ASSIGNMENTS AND TRANSPORTATION**

Students are required to ride the designated bus assigned to them by transportation. Riding a bus is a privilege, not a right. Students may be assigned a specific seat on their bus. Only a family emergency would warrant assignment to a different bus. (Staying overnight with a friend is not an emergency.) In order to ride a different bus home, and receive an official bus change form, **a note must be sent by a parent/guardian the day prior to or the morning of** and be brought to the associate principal's office for administrative approval. **This approval must be obtained prior to the end of the school day** (these will not be approved after school in the bus loop) for a student to ride a different bus. Students will be given a note from the Associate Principal's office that needs to be given to the bus driver. The number of students assigned to buses and the systemized route system are disrupted when ineligible students ride on alternate routes. All bus routes and assignments of students are done through the district's transportation offices.

### **CAMPUS OPERATING HOURS**

- Classes begin for John B. Connally Middle School students at **8:40 a.m.** and end each afternoon at **3:55 p.m.** each day, Monday through Friday.
- The doors will be opened to all students at 7:30 a.m. and supervision of students will start at 8:05 AM. Students who arrive at school before 8:30 a.m. are allowed to eat breakfast (if they choose) and to report to the designated areas.
- Front Office Hours are from 7:45 - 4:15 PM.
- Students will not be allowed to be checked out after 3:45 PM due to dismissal procedures.

### **CAMPUS VISITORS**

All Parents and Visitors are required to register in the Front Office with the secretary regardless of how long they plan to stay on campus, and must indicate the reason for visiting the campus. They are also required to sign-out prior to leaving the campus. Upon sign-in, all Parents and Visitors should receive a Visitor's Pass, and must wear this pass where it can be visible to staff. These precautions are taken to ensure a safe environment for our students and staff. All volunteers and mentors are also required to do a criminal background check before volunteering on campus or field trips. The background check may be done on-line through the NISD website.

### **DELIVERY OF ITEMS/ OUTSIDE FOOD ITEMS**

In an effort to minimize interruptions and maximize instructional time, **we do not deliver items directly to students.** However, we also recognize that students will sometimes forget an item at home. We will deliver glasses, school items (books, assignments, etc), house keys, and lunch money. For all other items, the student is expected to come by the office BETWEEN classes to retrieve their belongings. **No business will be permitted to deliver food to a student (i.e. pizza delivery, sandwich delivery, food delivery services).** This procedure helps the school to maintain an academic environment and is effective in helping students practice personal responsibility. ***Parent/Guardian dropping off food needs to be a contact listed in HAC and may only drop off food for that child.*** Students need to be aware food is being delivered and are not permitted to share food. **Flowers, balloons, birthday presents etc.**

will not be delivered and will be held in the office until the end of the day when students can pick them up to be taken home.

## **Dress for Success**

Students out of compliance with dress code may be removed from the regular school setting until the parent is able to provide appropriate attire. Students will be asked to change into school issued clothing (when available) or will be held in an alternate setting if parents cannot be reached. Book covers, folders, book bags, school property, body parts, and/or personal property or clothing displaying obscenities, alcoholic beverages, narcotics, controlled substances, weapons, gang related materials or any design or inscription that administration determines to be unacceptable are not permitted at Connally MS. These items will be confiscated and documented, if necessary, in the student's discipline record.

**Final determination of acceptable dress code and grooming rests with the Principal or his/her designees.**

## **ELECTRONIC DEVICES/ TECHNOLOGY**

School districts throughout the country, including Northside ISD, have moved into the "Information Age" by providing network and Internet access for students. Technology will be used abundantly at Connally Middle School. Everything from testing reading levels of students to accessing the Library's card catalog database requires the use of networked computers. With this privilege comes responsibility. Students must use the Northside network and the Internet in a responsible, efficient, ethical, and legal manner in accordance with the Northside ISD Acceptable Use Policy. At the beginning of each school year there are two forms that must be signed and returned to the school before your child will be able to use a networked computer at Connally Middle School or have their work published on Connally's website.

**TO FUNCTION EFFECTIVELY IN THIS ENVIRONMENT, STUDENTS MUST ASSUME PERSONAL RESPONSIBILITY TO BEHAVE ETHICALLY, EVEN WHEN TECHNOLOGY PROVIDES THEM THE FREEDOM TO DO OTHER- WISE. THE USE OF NORTHSIDE NETWORK AND THE INTERNET IS A PRIVILEGE, NOT A RIGHT, WHICH MAY BE REVOKED AT ANY TIME FOR INAPPROPRIATE BEHAVIOR. USERS ASSUME RESPONSIBILITY FOR UNDERSTANDING THE ACCEPTABLE USE POLICY AND GUIDELINES AS A CONDITION OF USING THE NORTHSIDE NETWORK AND THE INTERNET. USE OF NORTHSIDE NETWORK OR THE INTERNET THAT IS INCONSISTENT WITH THIS POLICY MAY RESULT IN LOSS OF ACCESS AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**

## **GRADE REPORTING THROUGH HOME ACCESS CENTER (HAC)**

Parents are encouraged to regularly monitor their student's progress throughout the year by utilizing NISD's on-line Parent Portal.

Students will receive a progress report in the middle of each nine weeks grading period. The progress reports are designed to inform parents and students of current classroom performance and grades. The teacher may require the students to have you sign and return each progress report sent home to verify that you received your child's report. If the teacher deems necessary, you may be contacted by phone to make sure you received the report. This is especially true if the progress of your child is not acceptable or if the grades or conduct are below average.

Report cards will be issued at the end of each grading period. They provide the student's academic grades, citizenship grades, plus other pertinent information. We implore you to make sure that you receive a report card every six weeks. If a parent did not receive their child's report card, please contact the counselor's office for assistance. If a parent/guardian has any questions or concerns regarding your child's education, please start by contacting the teacher, then if the question or concern is not answered/solve, then contact the counselors' office and administration.

## **LOCKERS**

Lockers will only be utilized in PE, Athletics, Dance, Band and Orchestra classes. Campus lockers will not be utilized.

PE, Athletic, Dance, Band and Orchestra lockers should be kept locked; a student should not divulge the combination to another student. Direct all locker problems to the teacher/coach. Sharing lockers is not permitted. Students found sharing lockers will be subject to disciplinary action.

Students should observe the following practices:

1. Valuable items should be left at home, not kept in a locker.
2. Do not share lockers.
3. Do not give your locker combination to anyone.
4. Locker problems should be reported to the teacher who assigned the locker.

## **LOST AND FOUND**

IF YOU FIND ANY ARTICLE OF VALUE, PLEASE TURN IT IN TO THE OFFICE IMMEDIATELY.

As the school assumes no responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Students should not bring expensive or valuable items to school. Students should carefully label each article, such as clothing, books, and supplies for easy identification. If you are in possession of an item that does not belong to you, you will be subject to disciplinary measures. Lost and found items collected and not claimed by the end of each grading period will be donated to charity.

## **NUISANCE ITEMS**

Items that cause a distraction from the school's academic atmosphere are not permitted. The school cannot be held responsible for any of these lost or stolen items. Confiscated items will be returned to the parent only. Students who bring these items to school are subject to disciplinary action.

## **REGISTRATION/WITHDRAWAL FROM SCHOOL**

Registrations - To register your student, please go to <https://www.nisd.net/schools/registration> and complete the pre-registration. A counselor will contact you and schedule an appointment to complete the registration process.

Withdraw of Student - When it is known that a student is going to withdraw, the parents or guardians should notify the Counseling Office at least one day in advance, if possible. All textbooks and library books must be returned. Any fines owed the school need to be paid before records may be released. On the day of withdrawal, the student should report to the Counselor's office and pick up a check-out form which must be signed by each teacher.. Textbooks must be returned to the Textbook administrator. The check-out form must be returned to the Counselor's Office before a final clearance can be granted. NO records will be released until all obligations (textbooks, fines, release forms, etc.) have been fulfilled. A parent signature will be required for final clearance to be given.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Please refer to Section B of Northside's Student and Parent Agreement for the Acceptable Use of the District's Electronic Communication System policy.

**\*\*Note: As policies and procedures change, administration reserves the right to update the campus handbook.**